

SITE PLAN PROCEDURE

A site plan is required for all proposed land uses **except**:

- Single-family detached and individual duplex dwellings
- Agricultural operations
- Filling and grading where no impervious structures or improvements will be installed and no clearing undertaken

An approved site plan is required before issuance of building permits.

PROCEDURE

STEP 1

It is strongly recommended that a pre-submission meeting be scheduled with a staff member of the **Community Development Department**. The office is located at 20 East Gay Street, Harrisonburg. **Phone: (540) 564-3030**

Points to cover at the meeting:

1. Check zoning of property to determine if the proposed use is permitted as a matter of right under current zoning classification. If not - see "Rezoning/Special Use Permit" for procedure.
2. Review your proposed development for the site. You should bring with you any information, plats, or plans you have that will aid in the review and illustrate your proposal.
3. Learn about County plans, policies, and ordinances that may affect your proposed development. Ask about the preliminary site plan review process if you are interested in expediting your project.
4. Obtain: Applications, checklist, and ordinances.

STEP 2

Have plan prepared by engineer, architect, landscape architect or land surveyor who is registered by the State of Virginia.

STEP 3

Submit application, nine (9) **folded** copies of the Site Plan, and the review fee. Incomplete submissions will not be accepted. The staff will determine if the submission is complete and, if so, will begin the review process.

In general, site plans are reviewed by County agencies and comments are returned to the **Community Development Department** within three (3) weeks unless the plan is extremely complex or there is an extraordinary workload. State agencies are asked to observe the same review period and to notify the **Community Development Department** of any major areas of conflict or inconsistency and resolve them, if possible, before forwarding comments to the engineer and developer.

STEP 4

Make changes to site plan as per comments and resubmit the required number of **folded** copies along with a copy of initialed comments and/or letter which describes how each comment was addressed or why comment was not addressed.

STEP 5

Once the plans have been approved, proceed by paying applicable fees and obtaining permits.

(See: **EROSION AND SEDIMENT CONTROL PROCEDURE and BUILDING PERMIT PROCEDURE**)

TIME: A maximum of 21 days for each submission or resubmission is the goal for completing the review process for projects. Some projects may take up to 60 days to complete, depending on the workload.

